

UNITED STATES COURT OF APPEALS  
FIFTH JUDICIAL CIRCUIT  
600 CAMP STREET, ROOM 229  
NEW ORLEANS, LOUISIANA 70130

JOSEPH L.S. ST.AMANT  
APPELLATE CONFERENCE ATTORNEY

**POSITION RECRUITMENT ANNOUNCEMENT**

**Title:** Administrative Legal Specialist  
Appellate Conference Program  
Fifth Circuit - New Orleans, Louisiana

**Salary:** CL-26 (\$38,508 - \$62,636 per annum); presumptive starting salary \$48,159

**Duties:** Under the supervision of the Senior Conference Attorney, and working closely with the other conference attorneys and the Office Administrator, the Administrative Legal Specialist manages the program's docket, coordinates the court's Criminal Justice Act voucher program, and plans and executes all of the case-related support functions for the office.

The principal requirements for the position are the ability to process, both with paper and using computer database applications, documentation for the court's mediation program and vouchers for the payment of attorneys appointed to represent indigent defendants in criminal cases, and the energy and willingness to commit the continuous effort required to keep the workload current. The volume is high, the work is intense and time-sensitive – backlogs will not be acceptable – and absolute accuracy is required, as is diligent watchfulness for problematic situations. These situations sometimes occur, and an intelligent understanding of both the processing system itself and the underlying legal and financial considerations is necessary not only to resolve them but even to discover them.

Other duties include: 1) opening and maintaining case files; 2) processing requests for extensions and various motions; 3) performing research, drafting memoranda and statistical reports, and verifying proper citations; 4) providing procedural advice; 5) fielding inquiries about the conference program 6) arranging mediation conferences; 7) dealing with attorney's questions about CJA vouchers and the status of their submissions; 8) handling mail; 9) special projects assigned by the Senior Conference Attorney.

**Qualifications:** A 4-year degree from an accredited university and at least 3 years relevant experience (or equivalent specialized education or training) is required. A post-graduate degree in

law, a degree in accounting, training or experience as a paralegal assistant or financial manager or experience with accounts-payable software is not required, but any of these would be an asset in the position.

The position is not a supervisory position. It also must be emphasized that this is not a suitable position for a person who has practiced law successfully in the past or who expects in the future to pursue an active law practice.

*Individuals who do not fully meet the required qualifications are encouraged to apply and may be considered for a modified position at a lower grade.*

**Skills:**

- Ability to administer the mediation and other dockets of the Appellate Conference Program and to perform the necessary support functions required by these dockets in a professional environment
- Meticulous attention to detail, intelligent adherence to procedural requirements, the utmost judgment and discretion, and absolute compliance with the office's requirements of confidentiality
- Effective oral and written communication skills, including dealing with telephone inquiries and the writing, editing and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and correct legal citation formats
- Ability to interpret and apply guidelines, rules, and regulations relevant to the duties required of the position
- Proficiency in the use of computer programs, including database, financial management, and word processing applications
- Skill in legal administrative matters - file maintenance, research, data entry, record keeping, reporting, and preparation of presentation materials
- Initiative to prioritize workloads and effectively manage multiple and time sensitive projects
- Ability to work harmoniously with senior administrative personnel within the court system

**Apply to:** Send cover letter, résumé, and salary history to:

Joseph L.S. St.Amant  
Appellate Conference Attorney  
U.S. Court of Appeals, Fifth Circuit  
600 Camp Street, Room 229  
New Orleans, Louisiana 70130

**Deadline:** The date on which the position will be filled is negotiable and may be as late as the beginning of June. Applications will be considered as soon as received, and will continue to be considered until the position is filled. Applicants should therefore submit the requisite documents as soon as possible, even if they are not immediately available.

**Notices:** The Fifth Circuit is an Equal Opportunity Employer. The court reserves the right to modify the

conditions of this job announcement, withdraw the job announcement, fill the position(s) sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice. Funding is not available to support interviewee travel or relocation expenses. This is a security-sensitive position. The final candidate will be subject to a background investigation.

**Benefits:** Employees of the U.S. Court of Appeals, Fifth Judicial Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

13 days paid annual leave per year for the first three years of service

20 days paid annual leave per year after three years of service

26 days paid annual leave per year after 15 years of service

13 days paid sick leave accrued per year

10 paid holidays per year, plus Mardi Gras Day

Choice of medical coverage from a wide variety of plans

Life insurance, long-term disability, and long-term care insurance options

Participation in Flexible Spending Accounts plan for medical and dependent care

Participation in the Federal Employees Retirement System

Participation in the Thrift Savings Plan (similar to 401k, with matching \$)

Direct deposit of federal wages